Broughton Parish Council

NOTICE OF MEETING: Annual Council Meeting of Broughton Parish Council
TIME & DATE: After the conclusion of the Annual Parish Meeting, Monday 11th May 2026
VENUE: Village Hall, School Road, Broughton PE28 3AT

All members of the Council are hereby summonsed to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Ann Nixon
Ann Nixon, Clerk to the Council
5th May 2026

Public Participation
This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

AGENDA

2026/27-1. Election of Chair and signing of the Declarations of Acceptance of Office
2026/27-2. Election of Vice Chair and signing of the Declaration of Acceptance of Office
2026/27-3. Co-option of new Parish Councillor: To consider and approve the co-option of Helen Elisabeth (Liz) Cobb to the Broughton Parish Council.
2026/27-4. To receive and approve apologies for absence
2026/27-5. To receive Disclosable Interests Declarations
Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.
2026/27-6. Comments from members of the public and County and / District Councillors
2026/27-7. Correspondence:

a. Email from Village Hall Entertainment Committee (VHEC) about wildflower planting on the Ladies' Mile.
b. Email from villager about the mowing of the Village Green

2026/27-8. Review and approval of minutes of the Parish Council meeting of 2nd March 2026.
2026/27-9. Matters arising (not elsewhere on the agenda):

a. **BPC Laptop and printer:** To consider and approve quote for a new or refurbished laptop. A laser printer has been donated to BPC (item 2025/26-56).
b. **Playpark:** materials were purchased and maintenance working party was 28th March (item 2025/26-80). RoSPA inspection was carried out reported no significant issues and noted a few minor issues.
c. **Defibrillator:** Paediatric pad to be placed in the defibrillator and the Circuit updated. (item 2025/26-80).
d. **Cemetery approach wall:** Clerk requested the repair from the contractor who confirmed this was likely to happen in June (item 2025/26-80).
e. **Memorial Tree:** Councillors met to confirm siting of the tree which has been ordered (item 2025/26-80).

2026/27-10. Planning Application - Land South East of Lodge Farm Bridge Road Broughton (ref 2600531S73): Formal retrospective approval of Broughton Parish Council's recommendation.
2026/27-11. Councillors' roles: To agree the allocation of Councillors' roles; Cemetery Overseer, Finance Lead, Footpath Co-Ordinator, Flood Group Co-Ordinator, Play Park Officer, Assets Officer, Risk Assessment lead and including the retrospective approval of the BPC representative on the VHEC. Informal roles SID battery charging, Ladies' Mile bin emptying, Green Garden Waste Bin Coordinator and Cemetery Mowing Coordinator.
2026/27-12. Annual Governance and Accountability Return (AGAR): Update on AGAR and internal audit scheduled for 7th May 2026, to consider and approve the AGAR.

a. To receive Annual Internal Audit Report 2025/26
b. To approve and sign Certificate of Exemption – AGAR 2025/26 Form 2
c. To approve Section 1 - Annual Governance Statement 2025/26
d. To approve Section 2 - Accounting Statements 2025/26

e. To note the dates for the Notice of the Period for the Exercise of Public Rights (from Wednesday 3rd June to Tuesday 14th July 2025)

2026/27-13. Change to July's meeting date: To consider and approve bringing forward July's meeting from 6th July to 29th June, enabling consideration of the completed internal audit and AGAR, if not possible at May meeting.

2026/27-14. Bank mandate: To consider and approve the required changes to the bank mandate and debit card.

2026/27-15. BPC insurance: To consider the quotes and approve the insurer for the 2026/27 policy.

2026/27-16. Bank charges: To pre-approve for the 2026-27 financial year the bank charges, unless there is a discrepancy in the predicted amount, in which case the Clerk must provide a full explanation at the next meeting.

2026/27-17. Clerk's Report: To consider and approve the two clerk's report; first covering 24th February to 31st March 2026 and second covering 1st April to 30th April.

- Receipts since the last meeting
- Payments made since the last meeting
- Payments to be approved:
    - Village Hall cleaner's wages for March and April
    - N Moulton - Defib fund: Signomatic - Asset tags
    - A Nixon - Defib fund: MedTree - Paediatric pad
    - CAPALC - Affiliation Fee (including DPO Scheme)
    - Lloyds Bank's monthly charges*
    - AAC Accountants – payroll services 2025/26
    - Clerk's wages for March
    - Clerk's wages for April
    - HMRC - PAYE
    - M Ray – Trees (Cemetery and Wildflower bed)
    - Insurance cover for 2026/27, if insurer has been agreed at meeting
    - RoSPA Playsafe – annual inspection of playpark

***** Bank charges to be pre-approved for 2026/27 under item 2026/27-16 above, if for the expected amount.

- Balance after payments

2026/27-18. Road safety and traffic survey (item 2025/26-84):

a. The clerk reported there were no papers regarding data retrieval from the SID in the BPC records. Update on SID data retrieval.
b. To consider and approve the dr
c. aft survey form and covering letters to villagers.

2026/27-19. Payroll Services: To consider and approve AAC Accountants Ltd for 2025/26

2026/27-20. Annual review of policies (those policies due for review at this point): Planning Procedure and Model Publication Scheme.

2026/27-21. Risk Assessment: Consideration of new issues.

2026/27-22. BPC Biodiversity Policy: To consider and approve the next steps.

2026/27-23. Matters for information only (decisions cannot be made under this item)

a. HDC – parish council community compost.
b. BPC GDPR Policy: to be brought to a future meeting.

2026/27-24. Close of meeting – date of next meeting: Monday 6th July 2026 (unless 29th June 2026 agreed to at item 2026/27-15)